ODS

AUG 8 1955

MEMORANDUM FOR: Director of Training

SUBJECT   : Unresolved Problems Identified during the Special
                Clandestine Services Orientation Courses

1. From the reports you have sent me on the two Special Clandestine
Services Orientation courses completed thus far, I noted that a number
of administrative problems have been identified. As you have suggested
we may wish to discuss the results of the courses with Mr. Wisner and
25X1A9A [blank] after the final running. However, I believe it would be helpful
at that time to discuss not merely the problems which have come to light
during the course but also the progress we have made toward solving them.

2. Two of the problems are ones which your Office faces continuously,
namely, obtaining experienced case officers to serve as instructors in
the Office of Training and determination of what kind and how much DD/S
type training a case officer should have. I recall that within the past
few months you prepared a staff study of the first of these. However, I
have noted that discussion of the problem during the courses suggested
that it would be overcome by greater flexibility in the length of OTR
tours of duty and specifically that tours should be 12 to 18 months rather
than 30 months.

3. Will you please undertake a further study of these problems and
advise me what action can be taken by DD/S towards solution of them.

4. Another problem is the development of a single manual designed
for case officer use. Although this matter is not exclusively the interest
of your Office, I believe it is important that we develop such a manual
as has been proposed and request that you undertake the overall responsi-
bility for accomplishing this. I have requested the Heads of the other
major DD/S offices to give you full cooperation in this undertaking.

5. Please keep me informed of progress and significant developments
in these matters.

SIGNED

R. GATES LLOYD
Acting Deputy Director
(Support)

SA DD/S:JER:dlc (4 Aug 55)
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